

## NOTICE OF VACANCY

Clark County Personnel Office  
County Offices/Municipal Courts Building  
50 East Columbia Street – P.O. Box 2639  
Springfield, Ohio 45501-2639

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| <b>Position:</b>             | <b>Grant Assistant</b>                               |
| <b>Supervisor:</b>           | <b>Debra Karns, Director</b>                         |
| <b>Location:</b>             | <b>Clark County Waste Management District</b>        |
| <b>Starting Hourly Rate:</b> | <b>\$8-\$10 per hour dependent on qualifications</b> |
| <b>Date Issued:</b>          | <b>March 8, 2005</b>                                 |

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**Instructions:** Applicants interested in the above position should submit a letter of interest and application form to **the Clark County Personnel Office, County Offices/Municipal Courts Building, 50 East Columbia St., P.O. Box 2639, Springfield, Ohio 45501-2639 or fax to (937) 328-4588.** Application forms may be obtained on line at [www.clarkcountyohio.gov](http://www.clarkcountyohio.gov) Applicants needing accommodations in completing this application, please call the County Personnel Office at (937) 328-2413. T.D.D. (937) 328-2560.

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| <b>This is an unclassified intermittent grant funded position. 30-35 hours per week through December 16, 2005. Eligible for PERS benefits; no insurance benefits.</b> |
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### General Description:

Assist with implementing the Community Recycling and Litter Prevention Grant for the year.

### Essential Duties:

Assist with:

- Earth Day, Community Cleanup and other special events
- Distribution of flyers, brochures and newsletters
- Tracking of program registrations
- Preparing communications
- Negotiating prices, ordering, organizing and distributing supplies
- Education activities in the schools and community
- Teacher workshops
- Research for printed materials
- Developing and staffing booths and displays
- Inventory and cataloging
- Tracking of teacher supplies and kits
- Assisting with phones, unloading trucks, delivering supplies, moving boxes, and handling stored materials
- Other duties as assigned

### Skills Required:

- Excellent communication and interpersonal skills with ability to prepare written communications
- Ability to work independently and prioritize tasks to complete work in a timely and professional manner
- Good organizational skills with the ability to maintain records and document details
- Proficient in Microsoft Word and Access
- Must have a valid drivers license and an insured vehicle
- Must be able to occasionally lift up to 40 pounds, have sufficient mobility to deliver materials. Must be able to sit or stand for long periods of time.
- Professional demeanor in order to represent the District to the public and to relate to teachers, students, elected officials and other professionals
- Interest in environmental education, recycling and waste reduction.

# **AN EQUAL OPPORTUNITY/ADA COMPLIANCE EMPLOYER, M/F**

Zip3 notice of vacancy waste district grant assistant